

**CONFERENCE COORDINATOR'S EVENT PLANNER  
with  
Event Interview Schedule Organizer**

## Conference Coordinator's Event Planner

Pre-Conference tasks			
	Item	Date Completed	Notes:
Jun	Choose Structural Engineering Problem		
Jun	Chose Problem Solving Problem		
Jun	Choose Construction Problem		
Jun	Choose 100 New Tech Bowl Questions		
Jun	Dinner Menu Chosen for conference site		
Jun	Dinner Setup Style Chosen		
Jun	Event Consultants sent Letters		
Jun	Coordinator Award for Conference Coordinator		
Jun	Student Awards and Plaques Ready		
Jun	Prepare a list of Restaurants in area of conference site		
Jun	Reserve Hotel Block for 250 People		
Jun	Meeting with Circle Tree Media to review Online Registration procedures		
Jul	AutoCad/Desktop Publishing Software Procured		
Sep	TSA Fall Mailing		
Dec	Judges Assigned and sent Event Rules		
Dec	Judges names & mailing addresses & phone numbers obtained		
Dec	Inventory Structural Engineering Materials		
Dec	Consultants Assigned and sent Event Rules		
Dec	Information Letter sent to all affiliated chapters		
Jan	Purchase Structural Engineering Materials		
Jan	Written Tests Organized		
Jan	Advisors given access to Online Chapter Registration		
Jan	Letter to conference site's Staff, asking for their support		
Jan	Invite special guests, i.e.: Mike Rush, Ann, etc.		
Jan	Confirmation for Coffee, Juice, Rolls for Judges		
Jan	Confirmation for Coffee, Juice, Rolls for Advisors Room		
Feb	Do-aheads received by Conference Coordinator		

Pre-Conference tasks			
	Item	Date Completed	Notes:
Feb	Sound Equipment for Opening and Closing Ceremonies		
Feb	Awards Ceremony PowerPoint updated/loaded		
Feb	Video/VCR and screen ordered for Dinner to show Communication Presentation		
Feb	Proof Scheduling		
Feb	Print Schedules for each School, List of Participants for each Event, Master List of Contestants, Judges Sheets		
Feb	Registration into Online System closed to Advisors & registrations processed		
Feb	Name Tags/Stickers		
Feb	Create Judges Packet with rating sheet, event rules and copy of event organizer		
Feb	Photographer for Conference		
Feb	Student Packets Assembled		
Feb	Event Location Signs Made		
Feb	Construction Materials Purchased		
Feb	Event Equipment Sorted and Ready		
Feb	Finalist Interview Schedules Ready to Post		
Feb	Parking for Buses Arranged		
Mar	Do-aheads Judged and Ready to Post		
Mar	Prepare Materials for Chapter Check in - Conference Center (War Room)		
Mar	AutoCad/Desktop Publishing Software Loaded		
Mar	TSA Banner to conference site		
Mar	Scoring Systems Setup/White Board with Events		
Mar	Student Project Check in Areas Assigned and Setup		
Mar	Student Project Check in Registrars		
Mar	Walk Through For Day One		
Apr	Hand Written Thank You Cards to Judges, Coordinators, Consultants, and Special Guests		

Day One Conference (Thursday)				
Event	Set Up Time	Tear Down Time	Location	Event Contact/Notes
Pre-conference Meeting				Monti Pittman
Chapter Check In	Pre	Saturday		Emily Gallup
Student Project Check In	Pre	Saturday		Emily & Student Officers
Schedule Students in Interviews	Pre			
Judge's Meeting				
Chapter Advisor Meeting				Monti Pittman
CADD – Arch I				Phil Willey
CADD – Arch II				Phil Willey
Dragster (Design) Prelims I and II				Jeff Grove & Colby Mattila
Opening Ceremony				Miles Carroll
Dragster (Design) Finals I and II				Jeff Grove & Colby Mattila
Written Tests				TBD
Day Two Conference – Friday				
Event	Set up Time	Tear Down Time	Location	Event Contact/Notes
<b><i>Walk Through for Day 2</i></b>	6:00 a.m.		All	
3D Animation				Jim Siggaard
Desktop Publishing I and II (Practice)				Mark Lincoln
Tech Problem Solving I				Dave Heath
Tech Problem Solving II				Dave Heath
Desktop Publishing I				Mark Lincoln
Desktop Publishing II				Mark Lincoln
Chapter Team I				Ted Carlson
Cyberspace Pursuit I & II				Alan Johnson
Technology Bowl				Jerry Richardson
Construction I				Jerry Richardson

Event	Set up Time	Tear Down Time	Location	Event Contact/Notes
Electronics Custom Design (Interviews)				Sal Lorenzen
Technology Bowl I				Jerry Richardson
Chapter Team II				Ted Carlson
Construction II				Mel Mikkola
Prepared Presentation I				Rick Robinson
Prepared Presentation II				Rick Robinson
CADD Mechanical I				Marv Scow
CADD Mechanical II				Marv Scow
Campus Tours				
Dinner				Jim Siggaard
Structural Engineering I				Jared Merrick
Structural Engineering II				Jared Merrick
Job Interview I				Brent Terry
Job Interview II				Brent Terry
Electronics Demo I				Sal Lorenzen
Electronics Demo II				Sal Lorenzen
Flight Challenge I				Gordon Thomas
Flight Endurance II				Gordon Thomas
Safety Poster I & II				Justin Wanless
Architectural Model (Interviews)				Dallas Tollman
Day Three Conference - Saturday				
Event	Set up Time	Tear Down Time	Location	Event Contact
<b>Walk Though Day Three</b>	6:00 a.m.		All	
Structural Engineering Testing				Jared Merrick
TSA Board Business and Advisors Debriefing Meeting				Miles Carroll Monti Pittman
Awards Ceremony				Monti Pittman
Project Pickup and Checkout				Emily Gallup

## **Event Interview Schedule Organizer**

Events with Individual Interview or Presentation Schedules:

1. Architectural Model Interview – 10 minutes
2. Electronic Systems Custom Design Interview – 10 minutes
3. Job Interview – 5 minutes
4. Prepared Presentation (3-5 minutes for Presentation)
5. Cyberspace Pursuit (10 minute interview)

Event: Event Location: Event Time:					
	Contestant #	Time in	Time out	Room #	Score
1.					
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3. Job Interview – 5 minutes
4. Prepared Presentation (3-5 minutes for Presentation)
5. Cyberspace Pursuit (10 minute interview)

Event: Event Location: Event Time:					
	<b>Contestant #</b>	<b>Time in</b>	<b>Time out</b>	<b>Room #</b>	<b>Score</b>
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